

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

Classified Confidential Administrative

Temp Special Projects Administrator (see [AP 7135](#)) Out-of-Class Assignment

A Position: _____ FTE (%): _____
 Division: _____ Department: _____
 Term (month/year): _____ Salary Schedule (Range): _____
 Work Schedule (Days, Hours): _____

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
 Incumbent name: _____ Last date of employment: _____
 Reason for vacancy: _____
Newly or Previously Budgeted Position - Never Filled
 Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason Incumbent on Leave Vacancy Back-Fill

C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**



Area Vice President Initials: Coordinator, Printing Services

D **Budget information to fund this position:**

Account Number: _____ Amount: _____ % \$ _____
 Account Number: _____ Amount: _____ % \$ _____
 Fund (check all that apply): General Fund Unrestricted Restricted Funds Categorical Grant Temporary
 Annual renewal of this position is contingent upon the College's receipt of continued funding.
 Duration (grant/temporary funded): Beginning date: _____ End date: _____
 Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____

Fiscal Use Only: Funding available Funding not available | Position # _____ Contract # _____

E **Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager: _____ **Angelic Davis** Digitally signed by Angelic Davis
Date: 2025.11.18 22:11:13 -08'00' _____ 11/18/2025

2. Division Vice President: _____ _____

3. Applicable Human Resources Manager: _____ TDH Stacy Manfredi _____ 11/25/25

4. Chief Compliance/Budget Officer: _____

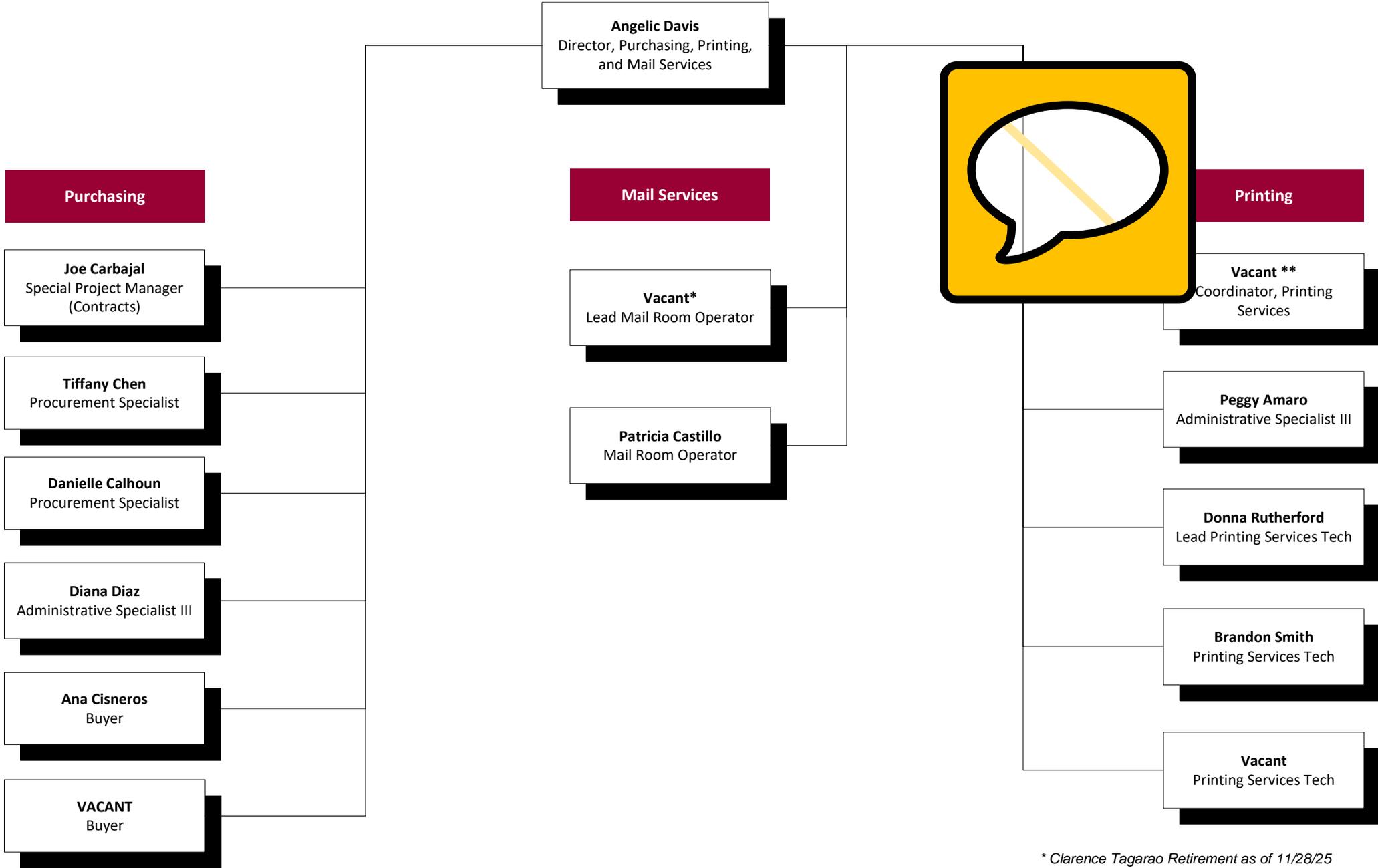
5. Vice President, Human Resources: Recommend to fill Y es No (see attached rationale) _____ Initial _____ Date _____

Reviewed by the President's Cabinet, the following action was taken on the above request:

Approved to fill immediately Approved to fill (enter date) _____ Denied

6. President/CEO: _____

MT. SAN ANTONIO COLLEGE Purchasing, Printing, and Mail Services 2025-26



* Clarence Tagarao Retirement as of 11/28/25

** Craig Hobson Retirement as of 12/31/25